

CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2016

<u>Budget Description</u>	<u>Business Unit</u>	<u>Acct. No.</u>	<u>Sub Acct No.</u>	<u>Subledger No.</u>	<u>Transfer Amount</u>
Friends Distribution	16010	5035		3951	\$17,000.00
Admin: Memberships	16010	6303		3951	\$ 1,338.39
Admin: Award and Recognition	16010	6305		3951	\$ 500.00
Admin: Food and Provisions	16010	6307		3951	\$ 250.00
Children's: Supplies	16021	6301		3951	\$ 4,000.00
Community Partnerships: Supplies	16024	6301		3951	\$ 4,500.00
Materials Management: Library Materials	16032	6315		3951	\$ 2,500.00
Network Services: Misc. Equipment	16033	6327		3951	\$ 3,911.61
Friends Reimbursement	16021	5035		3952	\$ 350.75
Childrens: Supplies	16021	6301		3952	\$ 350.75
Friends Reimbursement	16032	5035		3956	\$ 800.00
Community Partnerships: Supplies	16032	6315		3956	\$ 800.00

For the purpose of:

- Friends of the Appleton Public Library first quarter distributionn
- Barnes & Noble payment to support Reach out & Read
- Thrivent donation to Books Build Community for the book Evicted

Requested by:

Department Head

Date

Budget Entry (BE) No.: _____

Approved by:

Tony D. Saucerman, Finance Director

Date

Timothy M. Hanna, Mayor

Date

Reported to Finance Committee:

Date

Additional comments:

BUDGET AMENDMENT POLICY, revised 7/07:

The following items require approval of the Mayor and the Finance Director and will be reported to the Finance Committee as information items:

- Transfers of \$15,000 or less between operations programs within a department or between departments within a fund ;
- New appropriations of \$15,000 or less funded by grants, user fees, or other non-tax revenues.

The following items will be reported to the Finance Committee as action items and require approval by two thirds of the Common Council:

- Transfers in excess of \$15,000 between programs within a department or departments within a fund;
- New appropriations in excess of \$15,000 funded by grants, user fees, or other non-tax revenues;
- Any transfers between funds;
- Any new appropriations funded by debt or current year tax levy;
- Any carryover of unexpended budgets from a prior period;
- Any transfers from the reserve for contingencies;
- Use of funds budgeted for a particular capital project for any other purpose.
- Use of budgeted personnel dollars to increase the supplies and services budget .

For the Appleton Public Library operating budget, transfers of \$15,000 or less between budget lines and / or between budget programs require written approval by the Library Director. Transfers in excess of \$15,000 and all new library appropriations funded by grants user fees or other non-tax revenues require the approval of the Library Board Finance Committee and two-thirds of the full Library Board. All Library budget changes will be reported to the Council Finance Committee as informational items.